

MINNESOTA DISTRICT COURT FIRST JUDICIAL DISTRICT		
JUDICIAL LAW CLERK		
OFFICE & LOCATION	CLASS	HOURS OF WORK
First Judicial District <u>Counties include:</u> Carver, Dakota, Goodhue, LeSueur, McLeod, Scott and Sibley	Judicial Law Clerk	Full -Time Monday – Friday 8:00 a.m. to 4:30 p.m.

DESCRIPTION: The First Judicial District continually accepts applications for Judicial Law Clerk positions. Judges rely heavily on this pool of applications to fill vacancies as they occur, as quickly as possible. The First Judicial District is comprised of seven southern metro counties, including Carver, Dakota, Goodhue, LeSueur, McLeod, Scott and Sibley. When a vacancy arises, the hiring judge is given a list of applicants interested in working in the county in which the judge is chambered.

Judicial clerks work directly with a District Court Judge performing legal research and drafting memoranda. In addition to legal research and writing, clerks have the opportunity to observe court proceedings and to learn first hand how the court system operates. The First Judicial District operates on a daily calendar system, which means that clerks have the opportunity to work on a variety of assignments and observe many different types of court proceedings.

Applicants must have the ability to a) effectively communicate with attorneys and pro se parties; b) prepare and summarize case files in advance of hearings; c) monitor cases under advisement; and d) draft proposed orders. Computer literacy is important, familiarity with Microsoft Word/Windows operating system is preferred. Specific duties and assignments may vary between judges.

MINIMUM QUALIFICATIONS: Graduate of an accredited law school.

SALARY: \$19.79 per hour, along with full State of Minnesota benefits.

APPLICATION DEADLINE: Continually Open

TO APPLY: Applications can be obtained online at <http://www.mncourts.gov/?page=163> or by calling (651) 438-4304. All applications must be received with a copy of your most recent law school transcript, a legal research writing sample, and a resume. Applications remain active for 90 days.

Human Resources
First Judicial District Administration
Dakota County Judicial Center
1560 West Highway 55
Hastings, MN 55033
Fax – (651) 438-4302
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